

	<p align="center"> Commission on Aging and Retirement Education 10 N. Calvert Street Suite 300 Baltimore MD, 21202 410-396-4932-phone 410-625-7982-fax </p> <p align="center"> Mayor Sheila Dixon John P. Stewart, Executive Director Allan D. Jensen, MD, Chair CARE Commissioners </p>
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Job Announcement
Capital Improvement Planner
Rate commensurate with experience

The Baltimore City Commission on Aging and Retirement Education (CARE) is the Area Agency on Aging (AAA) and the primary public agency in the city responsible for advocating for and delivering services to older adult population, their family and caregivers in the city of Baltimore. The Capital Improvement Planner oversees all aspects of CARE's multi-year capital funding strategy and acts as the leader in major planning projects.

Job Duties:

- Incumbent serves as CARE's agent in its Capital Improvement Planning (CIP), working with various private and governmental agencies. Incumbent prepares the CARE's Fiscal Year CIP request. Prepare necessary follow-up submissions from CARE to the City Planning Department.
- Coordinate, plan preparations and implementation for various CIP projects. Prepare applications for funding, review new development proposals, and maintain communication with organizations funded by or seeking capital funding from CARE
- Maintains records and prepares reports of activities.
- Performs related work as required.

Education and Experience Requirements

Requirements – A master's degree in urban planning or regional planning from an accredited college or university and four years of experience in performing urban or regional planning work.

Equivalencies – A bachelor's degree from an accredited college or university and five years experience in performing urban or regional planning work.

This position is part-time, contractual and non-benefited employment. Send letter of interest and resume no later than **October 19, 2007** to Tracy Gibbs, Personnel Generalist via Mail: 10 N. Calvert St., Suite 300 Baltimore, MD 21202; Fax: 410-625-7982; or Email: tracy.gibbs@baltimorecity.gov

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